



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASH IN **GTON. DC** 20301-1100

24 MAR 1398

COMPTROLLER
(Administration) "

MEMORANDUM **FOR** ADMINISTRATIVE ASSISTANT TO THE
SECRETARY OF THE ARMY
ASSISTANT **FOR** ADMINISTRATION, OFFICE OF THE
DEPUTY UNDER SECRETARY OF THE NAVY (POLICY)
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE
AIR FORCE
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTOR, **JOINT STAFF**

SUBJECT: Unauthorized **Use of** Public Corridors

The unauthorized storage of materials in public space or in mechanical rooms is an increasing problem in DoD operated Federal buildings. In the past, several letters and Building Circulars have been written on the subject. While some success has been achieved, there are some activities that continue to use corridors and even mechanical rooms for long-term storage of supplies, furniture, and equipment. This practice is a fire safety violation, a health hazard, gives our buildings a cluttered appearance, and often results in damage to walls and floors.

However, it is recognized that there are times when short-term corridor storage is necessary and beneficial, such as during carpet or furniture installation. These activities must be closely coordinated, and where possible, storage provided for in agency controlled space.

This problem and proposed solutions have been discussed with your administrative contacts at several joint and individual meetings. All contacts recognized the problem and provided input towards a solution. The policies and procedures outlined below are a result of this joint effort.

If corridor storage is required, permission must first be obtained from the OOD Building Manager. The need for the storage must be fully justified, with all other alternatives exhausted. Upon Building Manager approval, a permit will be issued that must be displayed on or adjacent to the material. The permit will be for a limited duration. Any material left beyond the authorized period, or stored without proper authorization will be confiscated and disposed of as abandoned property.

Trash", such as packaging debris, carpet remnants, etc. , likewise must not be left in corridors but should be promptly disposed of in appropriate containers. DoD agencies are responsible for the behavior of their Contractor and must take positive steps to ensure contractors compliance in removing their packing and debris from the building.

Excess or surplus furniture and equipment must not be stored in corridor space. Several agencies have developed very effective procedures to prevent this practice. The removal of surplus property is the responsibility of the individual agency.

With your cooperation and proper enforcement of these guidelines, we can greatly improve the appearance of our buildings, reduce operating and repair costs, and enhance Occupant safety.



D. O. COOKE
Deputy Assistant Secretary of Defense